



## **Mid-Atlantic Regional Talent Development Practitioners Conference (TDPC)**

### **Volunteer Information**

We are excited you are interested in volunteering during our first TDPC event! The conference is an excellent opportunity to grow and develop together through speakers, vendors, and networking. However, the conference will not be successful without the help and commitment of our volunteers! The below information will describe the volunteer roles as well as the benefits and FAQ. If you have questions about the volunteer information, please contact Monica Walsh at [mwalsh@butterball.com](mailto:mwalsh@butterball.com).

### **Volunteer Roles & Responsibilities**

#### **1. Pre-conference preparation (Bags, name tags, registration, etc.)**

These volunteers will assist with the preparations prior to the conference day. Sample tasks may include creating name tags/badges, room setup, stuffing swag bags, etc.

Volunteers for this role must be available November 25-30. Tentatively, we estimate shifts of 2-3 hours. Schedule of shifts will be provided by November 15<sup>th</sup>.

#### **2. Registration Desk/Information Table**

These volunteers will assist participants with check-in upon arrival. Registration volunteers are responsible for welcoming attendees and distributing registration materials. Attendees will expect you to have the answer to everything, so familiarize yourself with the conference schedules, room locations, etc.

Volunteers for this role must sign up for 2 hour increments. Shifts include:

7-9 AM | 9-11AM | 11-1PM | 1-3PM

### 3. Conference Guides

Volunteers in this role assist participants between sessions to locate the different rooms, break areas, vendor area, etc. Attendees will expect you to have the answer to everything, so familiarize yourself with the conference schedules, room locations, etc.

Volunteers for this role must sign up for 2 hour increments. However, volunteers can enter a presentation room 10 min after the start of a presentation and must leave 10 min before the conclusion to be in position prior to the break. Shifts include:

8-10 AM | 10-12PM | 12-2PM

### 4. Presenter Check-In

Volunteers in this role will be responsible for registration/check-in for our presenters. These volunteers will also guide each presenter to their conference room as well as ensure they have the equipment needed.

The schedule for these volunteer shifts will be determined once the presenters have been determined. The timing will be in 1 hour shifts.

### 5. Room Coordinators

These volunteers will assist the presenter in each room with set-up, handout distribution, etc. If presenters present more than once, we will work to rotate room proctors to ensure volunteers can participate in multiple topics/presenters.

Room Coordinator roles will be assigned within 2 weeks of the conference based on availability as well as interests selected on the volunteer form. Specific responsibilities include:

Before session:

- Load presentation materials and ensure equipment is working.
- Introduce yourself to the presenter(s) and verify how to say their name(s) correctly.
- Place the “Full” sign outside door when all the seats and wall space are taken.

During session:

- Introduce presenter(s) at the beginning of the session.
- Take a headcount of attendees using the clicker (provided).
- Operate as the timekeeper for the presenter(s) using 5-minute and 0-minute signs. In addition, they would operate as the timekeeper for any volunteer.

After session:

- Present thank you note/gift to facilitator/presenter
- Remind participants to complete the questionnaire for each session.
- Ensure room is ready for next session

## 6. **Speaker/Vendor Liaison**

These volunteers will monitor a green room offered to our sponsors, volunteers, vendors, etc. Volunteers in this role are responsible for keeping supplies/amenities stocked as well as answer questions or provide assistance. In addition, these volunteers will help monitor the vendor areas/tables.

Volunteers for this role must sign up for 2 hour increments. Shifts include:

7-9 AM | 9-11AM | 11-1PM | 1-3PM

## 7. **Conference Committee Member**

In addition to our need for volunteers during the conference day, we are also looking for volunteers to assist with the conference planning. Volunteer responsibilities will be different depending upon the committee needs. Current committees looking for volunteers include:

- Sponsor/Vendor/Partner Relations
- Facilitator/Speaker
- Marketing & Communications
- Website
- Volunteer Management
- Registration
- Food & Beverage

## **Volunteer Benefits**

We are very excited to have you join our volunteer teams! Along with the opportunity to meet and network with leaders and professionals in the industry, you can also receive a financial benefit by becoming a volunteer based on your level of volunteer participation. Based on the early bird rate, you will receive the following:

- 50% reimbursement for participating on a planning committee
- 25% reimbursement for participating in the setup or teardown for the event
- 25% reimbursement for volunteering the day of the event.

Note: All reimbursement percentages are based on the cost of the member's early bird registration cost

## **How to sign up to be a volunteer**

- Complete the [Volunteer Registration Form](#)
- The volunteer coordinator will review the completed forms and will communicate by November 15th on any role you have been assigned.
- If you have any questions regarding the roles or volunteering process, please contact Monica Walsh at [mwalsh@butterball.com](mailto:mwalsh@butterball.com)

## **FAQs:**

**1. Do I have to be a member of Greater Richmond ATD to be a volunteer?**

No. We welcome anyone interested in volunteering!

**2. Can I volunteer for more than one responsibility? If so, do I get a larger registration discount?**

Yes. You can volunteer for as many shifts in which you are available. However, you do not receive multiple benefits if volunteering for two shifts.

**3. What do I do in an emergency if I cannot attend?**

Please contact Monica Walsh as soon as you know you will no longer be available. If you can find a replacement volunteer, please provide this during the initial call.